

## Montana Board of Realty Regulation

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### PROCEDURES FOR EQUIVALENCY APPLICATIONS

#### WAIVER REQUIREMENTS:

- A Montana salesperson who has been licensed for the preceding 12 months may apply for a determination that the applicant possesses experience equivalent to that required for broker licensing.
- An applicant who has received a determination by the board that the applicant's experience is equivalent to that required for broker licensing, but who fails the examination on two occasions, shall have the determination of equivalency withdrawn.
- Applications for determination of equivalent experience shall be made on forms approved by the board.

#### PROCESSING PROCEDURES:

- A completed application will be presented to the Board at its next regularly scheduled meeting.
- The applicant is not required to attend the Board meeting, but is welcome to attend and be present during the consideration of the application.
- The Board routinely holds meetings every six weeks. Contact the Board office or visit the web site for a listing of board meeting dates.
- Upon completion of all of the requirements for licensure, an application for a Real Estate Broker license must be submitted with all fees and supporting documentation.

MONTANA STATE BOARD OF REALTY REGULATION

APPLICATION FOR AN EQUIVALENCY DETERMINATION

Application is hereby made for an equivalency determination relative to the experience required of Section 37-51-302(2)C) MCA and 8.58.406A (7) A.R.M.

NAME: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET/P.O.BOX

\_\_\_\_\_  
CITY STATE ZIP CODE

TELEPHONE \_\_\_\_\_  
BUSINESS HOME

EMPLOYED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
STREET/P.O. BOX

\_\_\_\_\_  
CITY STATE ZIP CODE

I. EDUCATION

COLLEGE OR UNIVERSITY \_\_\_\_\_

\_\_\_\_\_  
CITY STATE

\_\_\_\_\_  
MAJOR

\_\_\_\_\_  
MINOR

\_\_\_\_\_  
DEGREE

\_\_\_\_\_  
DATE OF GRADUATION

TECHNICAL EDUCATION  
SCHOOL: \_\_\_\_\_

\_\_\_\_\_  
CITY STATE

\_\_\_\_\_  
COURSE OF INSTRUCTION

\_\_\_\_\_  
DATE OF GRADUATION

REAL ESTATE EDUCATION:(Use additional paper if necessary) \_\_\_\_\_

NAME OF SCHOOL OR COURSE & LOCATION OF CLASS

\_\_\_\_\_  
COURSE OF INSTRUCTION

\_\_\_\_\_  
DATE OF COMPLETION

II. REAL ESTATE EXPERIENCE: (Use additional paper if necessary)

- A. Are you currently a licensed real estate salesperson in Montana?  
\_\_\_\_\_
- B. Are you currently a licensed real estate salesperson in any jurisdiction? If so, where  
\_\_\_\_\_
- C. Have you ever held a real estate license in any jurisdiction?  
\_\_\_\_\_
- D. If yes, when and where?\_\_\_\_\_ Under what  
circumstances did you lose your real estate license?\_\_\_\_\_  
\_\_\_\_\_
- E. Explain the nature of the above real estate activity:  
(# of listings, # of sales, types of property)  
\_\_\_\_\_
- F. Approximate number of real estate transactions consummated yearly for the preceding three  
(3) years:\_\_\_\_\_

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G. Name of Real Estate Employers:\_\_\_\_\_

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H. Describe fully your experience in property management:\_\_\_\_\_

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I. Describe fully your experience in mortgage banking:\_\_\_\_\_

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J. Describe fully your experience in subdivision of land:\_\_\_\_\_

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K. Describe fully your experience in finance:\_\_\_\_\_

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L. Describe fully your experience in legal activity:\_\_\_\_\_

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M. Describe fully your experience in selling:\_\_\_\_\_

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N. Describe fully your supervisory experience:\_\_\_\_\_

List six (6) professional references who are well acquainted with your experience in the real estate field:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### **ASSOCIATIONS & SOCIETIES**

A. List all professional or occupational licenses held:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. List memberships in professional associations or societies:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE